

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE

NO. 4-59

11 February 1959

SUBJECT: Weather Emergencies

RESCISSION: OTR Notice No. 6-58, dated 11 March 1958

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1. CIA Notice [REDACTED] dated 8 December 1958, prescribes the basic mechanism and procedure for excusing Agency personnel from duty when hazardous traffic conditions develop as a result of snow or ice.

2. When an emergency is declared because of natural causes such as snow, flood, hurricane, or similar disasters, and employees are excused from duty on administrative leave or on annual leave, the incumbents of the following positions will report for duty for any or all hours of the declared emergency which fall within the regular 40-hour administrative work week unless specifically excused by higher authority.

Director of Training or Deputy
Executive Officer or Administrative Officer
Chief of the Operations School or Deputy
Chief of [REDACTED]
Registrar or Deputy
Coordinator of the Voluntary Language Training Program

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The designated emergency duty officers will arrange for necessary secretarial and clerical assistance.

3. Upon official declaration of a weather emergency, all headquarters classes will be suspended. Student inquiries regarding the suspension or resumption of off-duty-hours language training should be directed to the Coordinator of the Voluntary Language Training Program. Inquiries relating to [REDACTED] should be directed to the Chief of [REDACTED]. Inquiries regarding all other OTR training should be referred to the Registrar. The Registrar is additionally responsible for determining measures to be taken by student personnel en route to or away from [REDACTED].

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4. Queries by OTR personnel concerning the emergency will be addressed to the officials listed in paragraph 2 above and not to the offices of the Deputy Director (Support) or the Director of Personnel.

[REDACTED]
MATTHEW BAIRD
Director of Training

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Distribution:

All OTR Personnel

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